

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning places

Policy: Avenue Neighbourhood House at Eley Inc. (ANH@E) is committed to providing processes that ensure fair and equitable access to its Early Learning Centre. In keeping with the philosophy of the House, every effort will be made to accommodate children of House participants.

Code of Practice:

- Enrolment in a course at ANH@E does not necessarily guarantee a place.
- It is essential that course participants seeking childcare speak with Early Learning staff to check availability and/or book an Early Learning place prior to enrolling in a class.
- Prior to the commencement of each term, if there are Early Learning places that have not been taken by course participants then families on the waiting list will be contacted and offered the places.

Procedure:

When enrolling a child into the Centre this process will be followed:

- The ANH@E Director of Early Learning will determine vacancies.
- An appointment will be made for applicant families to tour the Centre.
- Applicant families will receive a Parent Handbook with information on policies and procedures at the Centre.
- Applicant families will be asked to complete the enrolment form and to also supply all required documents such as Immunisation History Statement/Court Orders/Asthma/Diabetes and Anaphylaxis plans. Under no circumstances will ANH@E allow a child to commence care without all appropriate enrolment forms being completed, including immunisation records and lawful authority orders.
- A start date will be discussed and set for each child to begin care.

Variations to days:

From time to time the applicant family's childcare needs may change, either temporarily or permanently, and therefore, ANH@E understands that families need a flexible childcare service that is responsive to their changing needs.

Requests by parents for additional care or forthcoming changes to their child's attendances must be directed to the Director of Early Learning as soon as possible.

This policy was reviewed in May 2021 and will be reviewed again in May 2023.